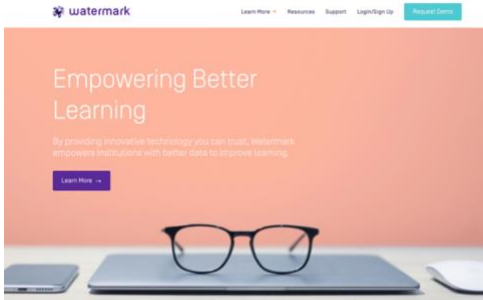


Quick Start Guide for SUNY Cortland: Faculty Credentials

How to Enter Annual Report Data on Watermark

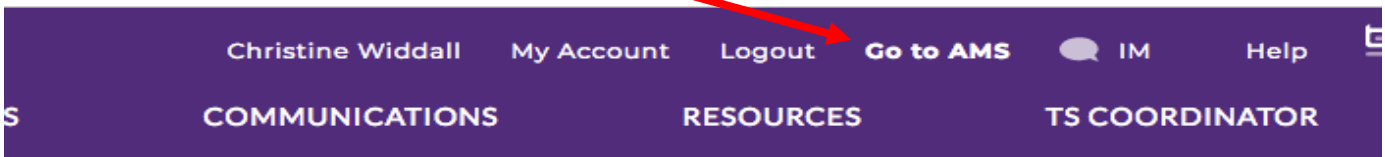


This tutorial will walk you through accessing AMS and adding data to the Faculty Credentials Module.

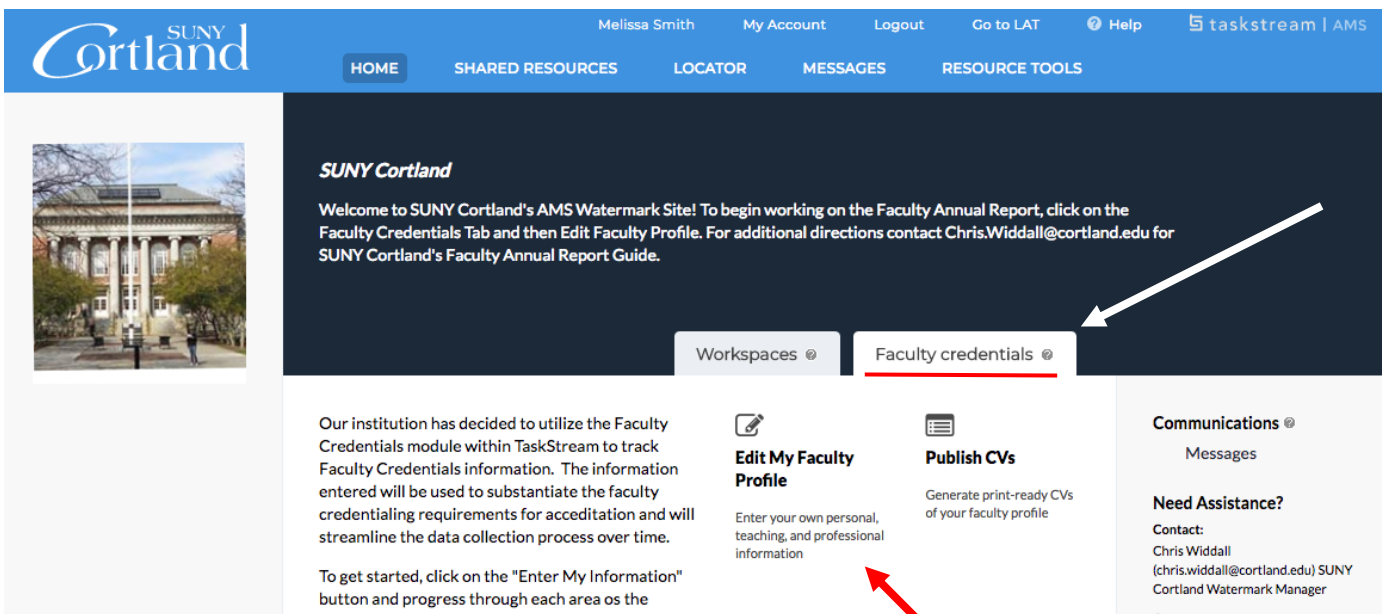
Please use close attention to the **Yellow Highlights**, as they are the required components for faculty annual reports, and **Red Bold** content for direction clarity.

1. To get started, Login to MyRedDragon from the Cortland Home page. Once in the portal click on the Academics tab, find Academic Resources box top right, click on the word Watermark (Taskstream). If your Watermark account has not been set up still it will direct you to contact the Watermark Cortland Manager, Chris Widdall (Chris.Widdall@cortland.edu).

2. Watermark will open in a new browser window or new browser page. If this is your first-time logging in you may be asked to confirm user information before you arrive on the SUNY Cortland LAT (Learning Achievement Tools) page, this is the SUNY Cortland Default Landing page. Once here go to top right and click on the **“Go to AMS”** link. (Note, if two boxes appear pick AMS.)



3. Once in AMS (Accountability Management System) Click on the **“Faculty Credentials”** tab.



4. To get started working on your credentials, click on the link titled **“Edit My Faculty Profile.”**

5. On the left-hand side of the screen, you will see the structure and **navigation menu** for the Faculty Credentials module. To enter information, click on the desired module on the left-hand menu and put in information requested. Some fields with have required information for the system to save your work, those items will be noted with asterisk.

The screenshot shows the 'Faculty Profile' page with a 'Personal Information' subheading. A red arrow points from the 'Personal Information' tab at the top to the 'Personal Information' subheading in the left-hand navigation menu. The main content area shows a form with the following fields:

- UploadProfilePhoto:** Optional. Choose File (No file chosen). **UPLOAD PHOTO** button.
- Name:** Melissa Smith
- Affiliation 1:** SUNY, Cortland (Expires: 06/30/2016). School of Education Faculty.
- Affiliation 2:** SUNY, Cortland (AMS) (Expires: 07/01/2018).
- Affiliation 3:** SUNY, Cortland (AMS) (Expires: 07/01/2018). Field Experiences and School Partnerships.
- Title/Position:** Text input field.
- Honorific:** Text input field. e.g. Mr., Mrs., Miss, Doctor, Professor, Captain, etc.
- Preferred Name:** Text input field. Enter the name you'd like to be identified with if different than the name on your account. This name will be used in reports and on generated CVs.
- Suffix:** Text input field. e.g. MBA, Ph.D., MD, CPA, Jr., Sr., etc.
- Résumé:** Choose File (No file chosen).
- Website:** Text input field.
- Biography:** Character Usage: 0 of 1500 allowed. **Disable Rich Text Editor** button.

7. To begin, click on “Personal Information” in the subheading “Profile”. The top components in the Personal Information section are optional. However, please scroll down the page and find the **Academic Information** section on the Personal Information page. Complete the **Faculty Rank** and **Tenure Status** items using the appropriate drop-down menu options. Then click the **“Apply Changes”** tab located underneath the section, taking you back to the navigation menu. *All other fields under Profile are optional and are not required.*

6. Go back to the menu on the left side of the page and click on the **“Academic Degrees”** link under the subheading **“Credentials.”** You will notice that on the right side of the screen there is a blue button labeled **“Add New Academic Degree”**. Click this button to add a degree. Repeat until all of your degrees are recorded in the system. Finish by clicking **“Apply Changes”**.

If you have received a degree out of the United States, please find the word “Other” in the State/Province Drop menu, fill in all other required field, click Apply Changes, and the “Other” field will appear for you to write in your country, then click Apply Changes again.

degree, edit, or delete a degree. The degree information table can be exported to Excel or sent to print. For more detailed information, please refer to the help page provided.

Academic Degrees EXPORT TO EXCEL SEND TO PRINTER NOW

Show Full Details

ADD NEW ACADEMIC DEGREE

Name of Institution	Degree Type	Major/ Concentration	Year Awarded
No Academic Degree Records Found.			

Each area afterwards will feature similar buttons. For example, the Professional Certifications area will have an “Add Professional Certifications” button.

For each section, you should complete the specified fields and click the “Apply Changes” button at the bottom of the screen.

CANCEL **CHECK SPELLING** **APPLY CHANGES**

7. For the remaining areas, we have specified areas where information is **required** and those where entering information is optional:

A. Credentials – Entering information in all of the following sections is **required**. Fill in relevant fields as necessary. Timeframe of Annual Report “Year” is June 1, 2017 to May 31, 2018.

- Academic Degrees: Enter all academic degrees.
- Professional Certifications: Enter all professional certifications.
- Professional Development: Enter any professional development completed this year.
- Professional Memberships: Enter all current professional memberships.
- Awards and Honors: Enter any award or honors received this year.

B. Experience – Entering information in all sections under “Experience” is optional.

C. Teaching – Courses Taught – We will **NOT** be using this area in Watermark as Banner already supplies us this report for all faculty.

D. Scholarship: Please document all scholarly products and outcomes from the Annual Report year which is June 1, 2017 to May 31, 2018). Because scholarship varies in type, faculty should choose the category that best fits a given piece of scholarship. Entering information in the most common categories is described below.

- Publications: Click “Add New Publication” for each publication you had this year.
 - Complete the following required fields: Contribution Title, Type of Publication, Publication Title, Status, Peer Reviewed/Refereed, and Authors. All other fields are optional.
- Presentations: Click “Add New Presentation” for each presentation you made this year.
 - Complete the following required fields: Presentation Title, Conference/Event, Status, Date of Presentation, Scholarship Type, Peer Reviewed/Refereed, and Author(s). All other fields are optional.
- Grants: Click “Add New Grant” for each grant you applied for this year.
 - Complete the following required fields: Grant title, Grant type, Status, Year, Funding Agency, Amount Proposed, Amount Awarded, and Authors.
- Other Scholarly Activity: Click “Add New Scholarly Activity” for each activity you engaged in this year.
 - Complete fields that allow the activity to be described sufficiently.

E. Service: Please document all service work that you are currently active in or completed during the Annual Report Year (June 1, 2017 to May 31, 2018). Click “Add New Service” to begin the process. You will need to use the Scope option to detail the kind of service after you have selected the Service type.

- Complete the following required fields: Service type, Service or Committee Name, Scope, Position or Role, Start Date and End Date. All other fields are optional.